

## GEORGIA BOARD OF MASSAGE THERAPY

NOTE: ALL ACTIVE MASSAGE THERAPY LICENSES EXPIRE ON  
OCTOBER 31<sup>ST</sup> 2008

### **“CONTINUING EDUCATION HOURS and the OCTOBER 31, 2008 RENEWAL DATE”**

#### **1. How many Continuing Education hours are required by the license renewal expiration date of October 31, 2008?**

Twenty-four (24) Hours of Continuing Education (CE)

If your Georgia License was issued on or before October 31, 2007, twenty four (24) Continuing Education Hours are required.

If your Georgia License was issued on or after November 1, 2007, twelve (12) Continuing Education Hours are required.

If you graduated from a Board recognized massage therapy education program within one year of the date of your application, there are no Continuing Education Hours required for this INITIAL renewal of your massage therapy license ONLY.

Following this initial renewal period, you are required to obtain and maintain verification of twenty-four (24) hours of Continuing Education hours every biennium renewal period.

#### **2. When is the deadline for obtaining Continuing Education requirements for this renewal period's expiration date of October 31, 2008?**

Continuing Education Hours are to be obtained between July 1, 2006 and the expiration date of your license, which is October 31, 2008. If selected for a random CE audit, you are to submit your verification of such hours to the Board for approval before your license will be renewed.

#### **3. Will I receive notification regarding license renewal?**

Yes, you will receive a “postcard” reminder notification by mail approximately six (6) weeks prior to the expiration date of October 31, 2008.

**It is your responsibility to renew your license every two years on or before the October 31<sup>st</sup> expiration date. Be sure to keep your mailing and email address current with the Board of Massage Therapy.**

#### **4. How do I renew my Georgia license?**

You may choose to renew your Georgia Massage Therapy license online (requires a credit or debit card) at [www.sos.state.ga.us/plb/massage](http://www.sos.state.ga.us/plb/massage) or by calling the number contained on the postcard renewal reminder notice (or the Board offices at 478-207-2440)

and requesting a “paper” renewal coupon. The coupon will be mailed to you at the address of record; mailed in coupons must be accompanied by a check or money order.

NOTE: If you request a paper renewal coupon, you may still be subject to a Continuing Education audit (see #9 below) of your hours obtained. You will be notified by mail if you are selected for a CE audit. You will be required to submit proof of the obtained CE hours to the Board before your license will be renewed.

## **5. What is the fee for renewal?**

The fee for renewal BY October 31, 2008 is \$75; the fee for renewal during the late/lapse renewal period (see #11 below) is \$85.

## **YOU MAY NOT PRACTICE MASSAGE THERAPY WITHOUT AN ACTIVE LICENSE AFTER OCTOBER 31, 2008.**

## **6. When does the renewal process begin?**

The online renewal will be open to process renewals approximately six (6) weeks prior to October 31, 2008.

Renewals by mail will be offered approximately six (6) weeks prior to October 31, 2008 and must be postmarked on or before October 31, 2008.

(NOTE: If you request a paper renewal coupon, you may still be subject to a Continuing Education audit (see #9 below) of your hours obtained. You will be notified by mail if you are selected for a CE audit. You will be required to submit proof of the obtained CE hours to the Board before your license will be renewed.

## **7. Where do I find the list of Approved Providers for Continuing Education requirements acceptable to the Board?**

Approved providers for Continuing Education may be found on the National Certification Board for Therapeutic Massage and Bodywork website at [www.ncbtmb.org](http://www.ncbtmb.org). Even though you might not be nationally certified by NCBTMB, the Board only accepts those Continuing Education Providers assigned a provider code number by NCBTMB:

### **For access to the CE Providers listing on the NCBTMB website:**

To contact NCBTMB: 1-800-296-0664 (M-F 8 – 5 CT)

- Log on to the NCBTMB Website: [www.ncbtmb.org](http://www.ncbtmb.org);
- Click on the link titled “CE Providers”, then
- Click on the open menu item “Find Approved Providers”, then
- In the first paragraph, click on the link “Click here”.
- Just highlight the state you wish to find the CE Providers listed for, then click the “Find” button; then,
- Click on the “Details” button of any listed provider of CE Hours and a list of that provider’s courses and contact information will be shown.
- Contact the program of your choice for details of time, dates and costs involved.

## **8. What will I need for proof of completion of Continuing Education Hours?**

In accordance with Board rule 345-4-.02(7) Continuing Education Hours: Licensees are required to keep as personal records “proof” of continuing education hours, such as certificates, that include the following:

Georgia Licensee’s Name and License Number; and, Name of Course/Class, Number of CEU’s obtained and the Date of the Course/Class; and, Name of Approved Provider with Provider Number; and, Signature of Approved Provider, Address and Phone.

Depending on the hours of the course/class you choose, several courses/classes may need to be completed to accumulate total of twenty-four (24) or twelve (12) CE hours required for renewal.

## **9. Will I need to submit proof of Continuing Education requirements when I renew?**

The Board selects randomly a number of individual licensee’s each biennium renewal period for an audit of their continuing education hours. If you are selected for such an audit, you MUST provide the Board with the supporting documentation regarding obtaining the required CE hours within the time frame specified.

### **NOTE:**

**FOR THIS RENEWAL EXPIRATION DATE ONLY (OCTOBER 31, 2008), THE BOARD WILL ACCEPT CONTINUING EDUCATION HOURS OBTAINED BETWEEN JULY 1, 2006 AND OCTOBER 31, 2008**

## **10. What are the dates that are acceptable to the Board for Continuing Education Hours?**

For the Board’s initial renewal date only of October 31, 2008, completed Continuing Education hours obtained from an approved provider from July 1, 2006 through October 31, 2008 will be accepted.

Continuing education hours **for all future renewal dates** beginning October 31<sup>st</sup> of every even numbered year following this initial renewal date (i.e. the October 31, 2010 next renewal date) will be accepted only if obtained within the two years of the biennium period the license is active for. For example: Twelve (12) or twenty-four (24) CE hours, whichever is applicable, are to be obtained between November 1, 2008 and October 31, 2010 for the next biennium renewal period (with the expiration date of October 31, 2010).

## **11. If my license is not renewed on or before October 31<sup>st</sup> of every even numbered year, what do I do?**

Individuals with a current, active massage therapy licenses that have not renewed by the October 31<sup>st</sup> (of every even numbered year) deadline are NOT TO PRACTICE until the license is renewed. Practice without a current, active license in Georgia is prohibited.

The Late/Lapsed Renewal period (November 1, 2008 through January 31, 2009 this biennium renewal period) is a 90 day period that individual licensees are allowed to renew their license to practice as a massage therapist in Georgia, for a slightly larger fee, either online or by mail. This ninety (90) day period is titled the “Late/Lapsed Renewal” Period. **It is not a grace period.** You are NOT TO PRACTICE until the license is renewed. Practice without a current, active license in Georgia is prohibited.

Following the end of this ninety (90) day period, all non-renewed licenses will be revoked by operation of law for non-renewal, and will require reinstatement at the discretion of the Board.

For more information, please review the Board of Massage Therapy adopted rules regarding License Renewal and Continuing Education Hours available through the links on the Boards web page: [www.sos.georgia.gov/plb/massage](http://www.sos.georgia.gov/plb/massage).